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Name and address

Utah State Tax Commission
**Utah Annual
Withholding Reconciliation****TC-941R**

Rev. 12/08

☐ Check here to close
your account

Utah Account ID

Federal EIN

Tax Period

Due Date (mmddyyyy)

☐ Check if AMENDED
(replacement, not net difference)

1. Total number of W-2s and 1099s, or TC-675Rs issued ● 1
2. Total Utah wages, compensation, and distributions
reported on W-2s and 1099s, or TC-675Rs ● 2 .00
3. Total federal income tax withheld on W-2s and 1099s ● 3 .00
4. Total Utah income tax withheld on W-2s and 1099s, or TC-675Rs ● 4 .00
5. Utah tax withheld as reported on TC-941 return(s)
- Jan - Mar ● 5a .00 Jul - Sep ● 5c .00
- Apr - Jun ● 5b .00 Oct - Dec ● 5d .00 ◀ annual filers use 5d only
6. Add lines 5a through 5d and enter the total here 6 .00
7. Subtract line 6 from line 4 and enter amount here (see instructions) 7 .00

How did you file your W-2s ☐ Paper ☐ Electronically How did you file your 1099s ☐ Paper ☐ Electronically

How did you file your TC-675Rs ☐ Paper ☐ Electronically If you check paper on any, include them with this reconciliation

Under penalties provided by law, I declare, to the best of my knowledge, this return is true and correct.

Signature

Date

Phone no.

X

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● USTC use only (box no.)

● USTC use only

Return ENTIRE form, coupon and payment to the Utah State Tax Commission

TC-941RPC Rev. 12/08

Payment Coupon for Utah Withholding Reconciliation, TC-941RPC

Tax Type

Utah Account ID

Payment Period Ending (mm/dd/yyyy)

Payment Due Date (mm/dd/yyyy)

Account name: _____

Amount Paid

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Do not send cash. Do not staple check
to this coupon. Detach any check stub.UTAH STATE TAX COMMISSION
210 N 1950 W
SLC UT 84134-0600W
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90000

Annual Reconciliation, TC-941R You must file a reconciliation annually to balance your returns (forms TC-941) with withholding tax paid. You may file electronically at **withholding.utah.gov**. Employers with 250 or more W-2 forms must file electronically. See instructions in *Pub 32, Online Filing and Paying of Withholding and Mineral Production Forms*. Other employers may file paper copies, but are encouraged to file electronically.

If you file on paper, include copies of all W-2, TC-675R and 1099 forms with Utah withholding. Each form must show:

- Amounts paid and withheld
- Federal identification number (EIN)
- Utah withholding account number.

File your annual reconciliation and withholding documents by March 31 if filing electronically (February 28 if filing on paper).

Line Instructions:

- Line 1 Enter the total number of W-2s and 1099s or TC-675Rs you issued for the year.
- Line 2 Enter the total of all wages, compensation and distributions paid to employees or payments made to working interests, royalty interests, and overriding royalty owners during the year.
- Line 3 Enter the total amount of federal tax withheld during the year.
- Line 4 Enter the total amount of Utah tax shown on W-2s and 1099s or TC-675Rs for the year.
- Lines 5a-5d Enter amounts from each quarterly return (TC-941, line 3) submitted for the year. If you file annually, report your annual amount on line 5d.
- Line 6 Enter the total of lines 5a-5d.
- Line 7 Subtract line 6 from line 4.

- If line 6 is less than line 4, you under reported one or more periods. Check your records and pay the

difference from this line electronically or use the attached coupon, TC-941RPC.

- If line 6 is more than line 4, you over reported one or more periods. Check your records. If you have overpaid, request a refund in writing.

You may be charged a penalty of \$50 per form (up to \$1,000) if you do not file the TC-941R with accompanying W-2, TC-675R, or 1099 forms. Other penalties may also apply if the Utah withholding account number is not shown on each form, or if your form is incomplete.

Amended Reconciliation, TC-941R If you must change a previously filed annual reconciliation, go to **withholding.utah.gov** or complete a TC-941R showing corrected amounts. Include all corrected W-2, TC-675R and 1099 forms.

- If you owe additional tax, pay that amount plus interest from the original due date to the date amended using a payment coupon (TC-941RPC). Unpaid balances will result in additional penalties and interest. See Pub 58, Utah Interest and Penalties.
- If you have overpaid, request a refund in writing.

Mailing the Annual Reconciliation To avoid delays, mail your annual reconciliation (with any needed reconciliation payment) and withholding documents separately from your TC-941 and payment.

Mail to: Utah State Tax Commission
210 N 1950 W
Salt Lake City, UT 84134-0600

For additional information see Pub 14, Utah Withholding Tax Guide.

To make changes to your account, use form TC-69C, Notice of Change for A Tax Account available at tax.utah.gov/forms or by calling 801-297-6700 or 1-800-662-4335 ext. 6700.